

FACILITY SECURITY CERTIFICATION FORM
DOJ SECURITY LEVEL IV

AGENCY:
FACILITY:
ADDRESS:
LEASED/OWNED:
UPGRADE COSTS:
REVIEW TEAM:
REVIEW DATE:
FACILITY POC:
CERTIFIED Y/N

I. PERIMETER SECURITY

A.. PARKING

| STANDARD | TYPE | STATUS |
|--|------------------------------|--------|
| Control of Facility Parking | MINIMUM | |
| Control of Adjacent Parking | Based on facility evaluation | |
| Avoid leases where parking cannot be controlled | Based on facility evaluation | |
| Leases should provide security control for adjacent parking | Based on facility evaluation | |
| Post signs and arrange for towing of unauthorized vehicles | MINIMUM | |
| ID system and procedures for unauthorized parking (placard, decal, card key, etc.) | MINIMUM | |
| Adequate lighting for parking areas | MINIMUM | |

B. CLOSED CIRCUIT TELEVISION (CCTV) MONITORING

| STANDARD | TYPE | STATUS |
|---|---------|--------|
| CCTV with time lapse video recording | MINIMUM | |
| Post signs advising of 24 hour video surveillance | MINIMUM | |

C. LIGHTING

| STANDARD | TYPE | STATUS |
|--------------------------------------|---------|--------|
| Lighting with emergency power backup | MINIMUM | |

D. PHYSICAL BARRIERS

| STANDARD | TYPE | STATUS |
|---|------------------------------|--------|
| Extend physical perimeter with barriers (concrete and/or steel composition) | Based on facility evaluation | |
| Parking barriers | Based on facility evaluation | |

II. ENTRY SECURITY

A. RECEIVING AND SHIPPING

| STANDARD | TYPE | STATUS |
|--|---------|--------|
| Review receiving/shipping procedures (current) | MINIMUM | |
| Implement modified procedures | MINIMUM | |

B. ACCESS CONTROL

| STANDARD | TYPE | STATUS |
|----------|------|--------|
|----------|------|--------|

| | | |
|---|------------------------------|--|
| Evaluate facility for security guard requirements | MINIMUM | |
| Security guard patrol | Based on facility evaluation | |
| IDS with CMS capability | MINIMUM | |
| Upgrade to current life safety standards (fire detection, fire suppression systems, etc.) | MINIMUM | |

C.. ENTRANCES/EXITS

| STANDARD | TYPE | STATUS |
|--|------------------------------|--------|
| X-ray & magnetometer at public entrances | Based on facility evaluation | |
| Require x-ray screening of all mail/packages | MINIMUM | |
| Peep holes | N/A | |
| Intercom | N/A | |
| Entry control w/CCTV and door strikes | N/A | |
| High security locks | MINIMUM | |

III. INTERIOR SECURITY

A. EMPLOYEE/VISITOR IDENTIFICATION

| STANDARD | TYPE | STATUS |
|--|---------|--------|
| Agency photo ID for all personnel displayed at all times | MINIMUM | |
| Visitor control/screening system | MINIMUM | |
| Visitor identification accountability system | MINIMUM | |
| Establish ID issuing authority | MINIMUM | |

B. UTILITIES

| STANDARD | TYPE | STATUS |
|--|---------|--------|
| Prevent unauthorized access to utility areas | MINIMUM | |
| Provide emergency power to critical systems (alarm, radio communications, computer facilities) | MINIMUM | |

C. OCCUPANT EMERGENCY PLANS

| STANDARD | TYPE | STATUS |
|---|---------|--------|
| Examine OEP and contingency procedures based on threat | MINIMUM | |
| OEPs in place, updated annually, periodic testing exercise | MINIMUM | |
| Assign & train OEP officials (assignment based on largest tenant in facility) | MINIMUM | |
| Annual tenant | MINIMUM | |

D. DAY CARE

| STANDARD | TYPE | STATUS |
|--|---------|--------|
| Evaluate whether to locate daycare facilities in buildings with high threat activities | MINIMUM | |
| Compare feasibility of locating daycare in facilities outside locations | MINIMUM | |

IV. SECURITY PLANNING

A. INTELLIGENCE SHARING

| STANDARD | TYPE | STATUS |
|--|---------|--------|
| Establish law enforcement agency/security liaisons | MINIMUM | |

| | | |
|---|---------|--|
| Review/establish procedure for intelligence receipt/dissemination | MINIMUM | |
| Establish uniform security/threat nomenclature | MINIMUM | |

B. TRAINING

| STANDARD | TYPE | STATUS |
|---|---------|--------|
| Conduct annual security awareness training | MINIMUM | |
| Establish standardized unarmed guard qualifications/training requirements | MINIMUM | |
| Established standardized armed guard qualifications/training requirements | MINIMUM | |

C. TENANT ASSIGNMENT

| STANDARD | TYPE | STATUS |
|--|-----------|--------|
| Co-locate agencies with similar security needs | Desirable | |
| Do not co-locate high/low risk agencies | Desirable | |

D. ADMINISTRATIVE PROCEDURES

| STANDARD | TYPE | STATUS |
|--|------------------------------|--------|
| Establish flexible work scheduled in high threat/high risk areas to minimize employee vulnerability to criminal activity | Desirable | |
| Arrange for employee parking in/near building after normal work hours | Based on facility evaluation | |

| | | |
|--|---------|--|
| Conduct background security checks and/or establish security control procedures for service contract personnel | MINIMUM | |
|--|---------|--|

E. CONSTRUCTION/RENOVATION

| STANDARD | TYPE | STATUS |
|---|---------|--------|
| Install mylar film on all exterior windows (shatter protection) | MINIMUM | |
| Review current projects for blast standards | MINIMUM | |
| Review/establish uniform standards for construction | MINIMUM | |
| Review/establish new design standard for blast resistance | MINIMUM | |
| Establish street set-back for new construction | MINIMUM | |